

# ANNUAL PERFORMANCE EVALUATION

for Academic Faculty (Librarian Only)

Employee's Information				
Name		Position/Title		Department
Evaluation Academic Year _____		Plan Submission Date	Plan Revision Date	Evaluation Date
<p>Note: The Evaluation is for the academic year from July 1<sup>st</sup> to June 30<sup>th</sup>, however activities performed after April 1st may be used on the following year's plan if they weren't accounted for within that year's activities.</p>				
Instructions				
<p>The Annual Performance Evaluation is intended to give the faculty member and others reviewing the faculty member's performance a context for understanding the range and robustness of their professional activities in three areas of performance review; teaching effectiveness, professional development, and service to college and community.</p> <p>Employee should complete the Annual Plan and submit the form to the chair/dean by the first business day after Labor Day. Revisions to the Annual Plan can be made up to March 31 with chair/dean approval.</p> <p>The Self Evaluation will be completed and turned in to the chair/dean in April, per the timeline published on the website for the academic year. When completing the Self Evaluation, faculty should briefly address each activity completed: specifically, what you did, and if appropriate, what came from it, or how it benefited the College.</p> <p>Please refer to the TMCC website for complete procedures and timeline.</p>				

## SATISFACTORY REQUIREMENTS

To achieve "Satisfactory", you must fulfill the following:		
<ul style="list-style-type: none"> <li>• <b>ALL</b> applicable criteria in Primary Job Responsibilities (S1 through S4), <b>and</b></li> <li>• <b>One</b> activity from College/Appropriate Service (S5 <b>or</b> S6), <b>and</b></li> <li>• <b>One</b> activity from Faculty Professional Development (S7)</li> </ul> <p>Note: tenure-track faculty should refer to the Standards for Recommending Appointment with Tenure (NSHE Handbook, Title 2) to ensure all tenure-track requirements are being met.</p>		
S1: Primary Job Responsibilities—Professional Conduct	Plan	Achieved
a) Comply with all sections of NSHE code and policies applicable to faculty, TMCC policies, and other policies applicable to faculty as well as relevant ethics guidelines from ALA and ACRL.	<input type="checkbox"/>	<input type="checkbox"/>
S2: Primary Job Responsibilities—Librarianship and Instruction	Plan	Achieved
a) Assist students, faculty and the public with their research needs at the Reference/Information Desk as assigned.	<input type="checkbox"/>	<input type="checkbox"/>
b) Schedule and conduct library instruction sessions at the Dandini Campus and at satellite College sites when needed.	<input type="checkbox"/>	<input type="checkbox"/>
c) Serve as a research resource for traditional and online classes (provide specific research guidance for specific classes).	<input type="checkbox"/>	<input type="checkbox"/>
d) Engage in collection development (purchase of books, magazines/journals, electronic databases, and other resources).	<input type="checkbox"/>	<input type="checkbox"/>

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<b>S2: Primary Job Responsibilities—Librarianship and Instruction</b> <i>(cont'd)</i>	<b>Plan</b>	<b>Achieved</b>
e) <i>Develop and maintain a working knowledge of the library catalog (and related software as needed) and of purchased databases and electronic resources.</i>	<input type="checkbox"/>	<input type="checkbox"/>
f) <i>Edit/update existing library assignments and handouts.</i>	<input type="checkbox"/>	<input type="checkbox"/>
g) <i>Create, edit/update existing library research guides in all formats.</i>	<input type="checkbox"/>	<input type="checkbox"/>
h) <i>Work effectively with library staff.</i>	<input type="checkbox"/>	<input type="checkbox"/>
i) <i>Faculty teaching online classes will adhere to the TMCC Faculty Standards for Online Instruction.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>S3: Primary Job Responsibilities—Department/Division Duties</b>	<b>Plan</b>	<b>Achieved</b>
a) <i>Attend department, division, and institutional meetings.</i>	<input type="checkbox"/>	<input type="checkbox"/>
b) <i>Respond to chair/dean/director requests in a timely manner.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>S4: Primary Job Responsibilities—Annual Plan</b>	<b>Plan</b>	<b>Achieved</b>
a) <i>Submit detailed Annual Plan and Self-Evaluation in a timely manner or as requested by administration.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>S5: College/Appropriate Community Service—College Service</b> <i>(choose one activity)</i>	<b>Plan</b>	<b>Achieved</b>
a) <i>Actively participate on one of the following:</i> <ul style="list-style-type: none"> <li>• <i>College standing committee</i></li> <li>• <i>Senate standing committee</i></li> <li>• <i>Another college committee, created by administration or the Faculty Senate</i></li> <li>• <i>Faculty screening committee</i></li> <li>• <i>Program advisory committee</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
b) <i>Perform other activities as agreed upon with the chair/dean/director.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>S6: College/Appropriate Community Service—Appropriate Community Service</b>	<b>Plan</b>	<b>Achieved</b>
a) Participate in any relevant community organization, volunteer work or other community activity, such as community outreach.	<input type="checkbox"/>	<input type="checkbox"/>
<b>S7: Faculty Professional Development—In-Service Training (choose one activity)</b>	<b>Plan</b>	<b>Achieved</b>
a) Participate in two TMCC professional development sessions throughout the year, including during Professional Development Days (name them below).	<input type="checkbox"/>	<input type="checkbox"/>
b) Participate in required training sessions (e.g., sexual harassment, active shooter training, etc.; name them below).	<input type="checkbox"/>	<input type="checkbox"/>

## COMMENDABLE/EXCELLENT REQUIREMENTS

To receive Commendable or Excellent, you must fulfill ALL Satisfactory requirements. The Faculty member will determine the Commendable and Excellent activities that will be used/performed for the Annual Plan and Self-Evaluation. Please refer to the TMCC website for information about the use of the Activity Multiplier.

The following point distribution shall be followed:

- Commendable 1:** 5 points from C/E1–C/E3; a minimum of 2 points shall come from C/E1
- Commendable 2:** 8 points from C/E1–C/E3; a minimum of 3 points shall come from C/E1
- Excellent 1:** 12 points from C/E1–C/E3; a minimum of 6 points shall come from C/E1 and also include activities from both C/E2 and C/E3.
- Excellent 2:** 18 points from C/E1–C/E3; a minimum of 8 points shall come from C/E1 and also include activities from both C/E2 and C/E3.

C/E1: Primary Job Responsibilities	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) Develop the library collection with instructor input.	<input type="checkbox"/>	2.0		
b) Develop a library assignment in collaboration with teaching faculty.	<input type="checkbox"/>	2.0		
c) Create or update library Canvas pages.	<input type="checkbox"/>	2.0		
d) Work with teaching faculty to integrate library resources into class Canvas or web pages.	<input type="checkbox"/>	3.0		
e) Create a library department or library service training manual.	<input type="checkbox"/>	3.0		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>f) Develop/update library policies.</i>	<input type="checkbox"/>	2.5		
<i>g) Develop and teach/present a library workshop for Professional Development Days or other college function.</i>	<input type="checkbox"/>	2.5		
<i>h) Observe other faculty teach a class.</i>	<input type="checkbox"/>	1.0		
<i>i) Coordinate an activity on behalf of the department.</i>	<input type="checkbox"/>	2.5		
<i>j) Supervise student workers.</i>	<input type="checkbox"/>	1.0		
<i>k) Give a presentation in other than a taught class.</i>	<input type="checkbox"/>	1.0		
<i>l) Assist with developing departmental goals and/or website updates.</i>	<input type="checkbox"/>	2.0		
<i>m) Advise or coordinate student activities such as clubs or extracurricular activities.</i>	<input type="checkbox"/>	3.0		
<i>n) Write and submit a grant proposal.</i>	<input type="checkbox"/>	2.0		
<i>o) Mentor a part-time faculty or full-time tenure track faculty member.</i>	<input type="checkbox"/>	2.0		
<i>p) Participate in NSHE system activities.</i>	<input type="checkbox"/>	1.5		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
q) Participate in K-16 activities.	<input type="checkbox"/>	1.5		
r) Participate in student retention efforts.	<input type="checkbox"/>	1.0		
s) Other activities as agreed upon with dean/director/chair.	<input type="checkbox"/>	1.0–3.0		
C/E2: College/Appropriate Community Service	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) In addition to S5 from "Satisfactory": Actively participate on another College standing committee created by administration/department/Faculty Senate.	<input type="checkbox"/>	1.5		
b) Actively participate as a Faculty Senator.	<input type="checkbox"/>	1.0		
c) Actively participate in student recruitment and/or organizations.	<input type="checkbox"/>	1.5		
d) Actively participate as a member of a faculty probationary committee.	<input type="checkbox"/>	1.5		
e) Significant NSHE system involvement in College-related issues.	<input type="checkbox"/>	1.5		
f) Serve in a compensated or non-compensated senate position within the College (e.g. chair of senate committee, senate chair or chair-elect, etc.).	<input type="checkbox"/>	2.0		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>g) Chair a department committee.</i>	<input type="checkbox"/>	2.0		
<i>h) Chair a program/unit review self-study committee.</i>	<input type="checkbox"/>	2.0		
<i>i) Significant involvement in accreditation.</i>	<input type="checkbox"/>	2.0		
<i>j) Chair or serve on an additional screening committee.</i>	<input type="checkbox"/>	2.0		
<i>k) Chair a faculty probationary committee.</i>	<input type="checkbox"/>	2.0		
<i>l) Participate in college panel discussions.</i>	<input type="checkbox"/>	2.0		
<i>m) Non-compensated chair position on community or government board or commission.</i>	<input type="checkbox"/>	2.0		
<i>n) Collaborate with teaching faculty (such as in learning communities, etc.).</i>	<input type="checkbox"/>	2.0		
<i>o) Participate in Planning Council or Planning Council sub-committee.</i>	<input type="checkbox"/>	1.0		
<i>p) Conduct on-campus training for faculty, staff or students.</i>	<input type="checkbox"/>	3.0		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
q) Actively serve on or participate in community advisory boards, government boards, school boards and other boards as approved by the chair/dean/director.	<input type="checkbox"/>	2.5		
r) Service to/on community advisory boards, government boards, school boards, and other boards as approved by the chair/dean/director.	<input type="checkbox"/>	2.0		
s) Develop significant community contacts to promote a program or advance College goals.	<input type="checkbox"/>	2.0		
t) Serve on a PUR self-study committee outside of your discipline.	<input type="checkbox"/>	1.0		
u) Apply for external funding, be a PI on a grant or collaborate on a grant proposal	<input type="checkbox"/>	2.0		
v) Write and obtain extra-institutional competitive grants.	<input type="checkbox"/>	2.5		
w) As appropriate, participate in Program Unit Review (PUR) as outlined in the PUR approved cycle.	<input type="checkbox"/>	1.5		
x) Perform other activities as agreed upon with chair/dean/director.	<input type="checkbox"/>	1.0–3.0		
C/E3: Faculty Professional Development	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) Maintain membership in a local, regional or national organization related to your discipline.	<input type="checkbox"/>	1.0		

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C/E3: Faculty Professional Development <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
b) <i>In addition to S7a from "Satisfactory": attend a conference or professional development seminar/workshop.</i>	<input type="checkbox"/>	1.5		
c) <i>Participate in a professional organization by presenting or holding office in that organization.</i>	<input type="checkbox"/>	2.0		
d) <i>Publish professional material, such as a book.</i>	<input type="checkbox"/>	2.5		
e) <i>Publish professional material, such as a peer-reviewed article.</i>	<input type="checkbox"/>	3.0		
f) <i>Publish an article, or present other discipline-related material in a conference, workshop or forum.</i>	<input type="checkbox"/>	2.0		
g) <i>Maintain currency in your professional field other than by teaching or attending conferences (e.g., research, publishing, and training).</i>	<input type="checkbox"/>	2.0		
h) <i>Upgrade academic/teaching preparation through formal or approved coursework.</i>	<input type="checkbox"/>	1.5		
i) <i>Serve on a conference planning committee for a professional conference.</i>	<input type="checkbox"/>	2.5		
j) <i>Other activities as agreed upon with chair/dean/director.</i>	<input type="checkbox"/>	1.0–3.0		



**FACULTY MEMBER'S COMMENTS:**

*Use this area to expand on activities performed, or to address other goals achieved.*

**ANNUAL PLAN APPROVAL/SIGNATURES**

<i>Employee and director have reviewed and agreed to the Annual Plan</i>	
Employee's Signature	Date
Supervisor's Signature	Date

**PERFORMANCE SCORING**

<b>Satisfactory Requirements</b>			
Total Satisfactory S1-S7 =	Satisfactory requirement met: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>C/E1-C/E3 Commendable/Excellent Requirements</b>			
Total from C/E1 =	Total from C/E2 =	Total from C/E3 =	<b>Total Commendable/Excellent =</b>

**PERFORMANCE RATING ACHIEVED**

<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Commendable 1	<input type="checkbox"/> Commendable 2	<input type="checkbox"/> Excellent 1	<input type="checkbox"/> Excellent 2
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**DIRECTOR'S COMMENTS**

**ADDITIONAL COMMENTS:**

**EMPLOYEE EVALUATION SIGNATURES**

*The employee's signature indicates that the employee has read the evaluation and does not indicate that the employee is in agreement or in disagreement with the evaluation.*

Employee's Signature	Date
Immediate Supervisor's Signature	Date
Director's Signature	Date

Vice President of Academic Affairs' Signature	Date
<input type="checkbox"/> I concur with evaluation <input type="checkbox"/> I do not concur with evaluation	